

BEELINES NORTH EAST: Community Gardener Job Description and Person Specification

About the Beelines North East Project

Beelines North East is an 18-month partnership project between Urban Green Newcastle and Northumberland Wildlife Trust. The aim is to 'bring the buzz back' to the city and its surroundings. Working with the Buglife B-lines initiative and other key partners, the project will develop a network of nectar-rich habitats across Newcastle, North Tyneside and SE Northumberland. Sites will include public parks, hospital grounds and the landscape sculpture of Northumberlandia.

The project will deliver the following key aims.

Improve nature conservation and restoration by

- Creating 18ha grassland, 6 wetland scrapes, 750sqm borders, and planting 25,000 bulbs and 2,500 trees.
- Improving priority habitats and species across designated sites.
- Providing benefits for 'Every Site, Every Season', along with eight 'exemplar' sites to show the potential within varied public open space.

Create nature-based solutions for climate change by

- Reducing mowing to improve species diversity and avoid soil compaction.
- Sequestering carbon through tree and hedgerow planting and improved woodland management.
- Improving natural flood resilience through reducing run-off and enhancing wetland margins.

Connect people with nature by

- Creating multi-sensory experiences from nectar-rich habitats, including within hospital gardens and through self-led mindfulness 'bee walks'.
- Offering immersive activities to re-connect at least 3,530 people with nature, particularly from disadvantaged communities.
- Increasing volunteer opportunities to participate in a variety of activities, including practical conservation tasks as well as monitoring through, for example, citizen science.

Eleven young people will also be trained through the Government's Kickstart programme and the partnership between Urban Green Newcastle and The Skill Mill (a social enterprise providing employment opportunities for young ex-offenders).

About the Partnership

The principle partners in the project are Urban Green Newcastle and Northumberland Wildlife Trust, who have clear roles and complementary skills. A number of other organisations are involved with the project, including Buglife, Groundwork NE and Cumbria, Northumbria University, Newcastle University, and a number of landowners.

Urban Green Newcastle (UGN) was created in 2019 as an independent charity, responsible for the management, maintenance, restoration, development, and protection of 33 parks and over 60 allotment sites across Newcastle upon Tyne. One of the first organisations of its kind in the country, it represents a novel approach to securing the future of green spaces previously managed by a local authority. Its vision is for more people to enjoy and benefit from beautiful and vibrant open spaces, which are safe, welcoming and provide a great environment for wildlife and people. See <https://urbangreennewcastle.org/> to find out more.

Northumberland Wildlife Trust (NWT) was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. It is a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants. It is part of the national movement of Wildlife Trusts, dedicated to conserving the full range of the UK's habitats and species. See www.nwt.org.uk to find out more.

The lead partner in the project is UGN, who will appoint the Project Manager, Community Education Officer, Community Gardener and Ranger. UGN will co-ordinate the partnership, act as lead contact for NHLF, and manage the finances.

UGN is responsible for 33 of the 48 sites to be improved as part of the project, including four of the exemplar sites. These are all public parks within the city of Newcastle. UGN will also lead on the relationship with partners to deliver evaluation, survey and monitoring, and green finance options going forwards.

NWT will work with key partners to deliver projects on 15 sites, owned by The Land Trust, Newcastle NHS Trust, North Tyneside Council and Northumberland County Council. These will include four exemplar sites. NWT will also lead on the ecological survey and advice for all sites across the project, and will appoint the Project Assistant and Conservation Assistant.

This project is funded by the Government's Green Recovery Challenge Fund. The fund was developed by Defra and its Arm's-Length Bodies. It is being delivered by The National Lottery Heritage Fund in partnership with Natural England, the Environment Agency and Forestry Commission.



BEELINES NORTH EAST: COMMUNITY GARDENER JOB DESCRIPTION AND PERSON SPECIFICATION

- Job Title:** Community Gardener: Beelines North East
- Salary:** £20,000 - £22,000 per annum
- Contract Type:** Fixed Term (18 month). Secondments will be considered.
- Responsible To:** Ranger Team Leader, working closely with Beelines North East Project Manager
- Responsible For:** Project trainees, volunteers, interns and assistant staff as necessary. Some responsibility for small projects and budget management.
- Location:** Office base within one of Urban Green Newcastle premises (likely to be one of Jesmond Dene, Heaton or Walker parks)

Job Purpose:

Working as part of a multidisciplinary team, the role will help manage and improve the beautiful parks across the Urban Green Newcastle (UGN) estate. Empowering and leading teams of volunteers, actively engaging the local community and working closely with associated groups and community partners, the Community Gardener will deliver a step-change in the horticultural care and presentation of a portfolio of UGN parks. Seeking new and creative ways of managing parks to enhance both beauty and biodiversity, the Community Gardener will help every visitor to feel welcome and have an inspiring experience.

This Community Gardener post is funded through the Beelines North East project, and while managed by Urban Green Newcastle, will work closely with the Beelines Project Manager, and deliver the requirements of the project to deliver improvements for pollinators across the estate.

Principal Duties and Responsibilities:

The principle purpose of the postholder will be to support the delivery of the approved purposes of the grant. However, this list is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Establish high horticultural standards and practice across the estate, improving presentation while reducing maintenance costs, with a particular focus on improving opportunities for pollinators and in line with the environmental and sustainability ethos of Urban Green Newcastle.
- Support the management plans for parks by preparing programmes of horticultural activity to ensure our parks are well presented and reflect their unique character, status and story.

- Take responsibility for the maintenance of allocated areas to the required standards established by Urban Green Newcastle, for the maximum safety of, and enjoyment by, park users.
- Recruit, lead, support and empower volunteers, groups and community partners to carry out horticultural and other general maintenance within the UGN Park's estate, fostering positive and beneficial relationships.
- Carry out practical conservation and maintenance work across the estate, to protect and enhance the sites, and contribute to beautiful, clean, safe and well-maintained spaces.
- Inspire greater use and enjoyment of the Urban Green Newcastle estate, by supporting, developing and leading a diverse range of activities and events, improving health and wellbeing and helping people feel connected and committed to our parks and allotments.
- Act as the key point of contact within Parks for the public, volunteers, partners and Friends of Groups, including hosting regular stakeholder engagement meetings.
- Lead on, or support, the development of projects and plans, in particular horticultural management plans, in close association with partners where possible, and contribute to their financial monitoring and delivery.
- Conserve and enhance the significant heritage assets across the estate, in particular the Registered Parks and Gardens, monitoring their condition, promoting their use and understanding, and bringing their stories to life through interpretation and events.
- Protect and conserve the rich biodiversity across the estate, exploring the opportunities for enhancement through horticulture, and undertaking monitoring and recording, providing guidance, and improving management for target habitats and species.
- Commission and manage (as necessary) small scale contractual work to deliver repairs and maintenance across the estate.
- Ensure full compliance with the relevant health and safety requirements for works across the estate, both from volunteers and staff, and from contractors.
- Carry out regular patrols of sites, monitoring their condition and use by the public, and input into the programme of repairs, maintenance and development.
- Seek creative solutions for funding Urban Green Newcastle activities, in particular opportunities for income generation from horticultural activities, and support the production of funding applications, accreditation applications or bids, and monitor any budget allocated.
- Actively promote Urban Green Newcastle, and reflect the passion and commitment required to build a new organisation that is striving to be the best in all we do.

Person Specification

Job Title: Beelines North East: Community Gardener

Category	Essential	Desirable
<p>Skills, Knowledge and Aptitudes</p>	<ul style="list-style-type: none"> • Understanding of volunteering role, and experience of how to provide support to help volunteers perform at their best • Excellent written and verbal communication skills, able to engage confidently with diverse groups of people • Use of IT and common software (eg Microsoft packages) 	<ul style="list-style-type: none"> • Competence with machinery and equipment, to undertake practical horticultural management work • Knowledge of Health and Safety compliance requirements and experience of producing risk assessments for day-to-day operations • Use of tree safety management software. • Small-scale garden design projects – design & implementation • Plant identification, care and biosecurity measures • Knowledge of environmentally friendly and alternative horticultural techniques (eg peat free, green waste management, water management)
<p>Qualifications and Training</p>	<ul style="list-style-type: none"> • RHS Level 2 or equivalent HND/HNC in horticulture, or equivalent level of vocational experience in horticulture. • Pass in English and Maths at GCSE • Full UK driver's licence 	<ul style="list-style-type: none"> • LANTRA/NPTC or similar qualification in use of horticultural equipment, pedestrian & ride-on mower chainsaw, hedge cutter or other similar equipment, ATV's and PA1 & PA6. • Formal qualification in tree safety inspection.

		<ul style="list-style-type: none"> • RHS Level 3 or equivalent HND/HNC in horticulture, or equivalent level of vocational experience in horticulture. • First Aid at Work/Emergency First Aid • Volunteer management qualification
Experience	<ul style="list-style-type: none"> • Practical horticultural experience in Parks or Gardens. • Experience of planning and delivering inspirational engagement activities • Experience of coordinating volunteer and community group led work activities 	<ul style="list-style-type: none"> • Working in a horticultural role within a public or visitor attraction setting • Involvement in identifying new opportunities for income generation, submitting and monitoring funding bids • Experience of supporting and leading small/medium projects • Experience of preparing and delivering Horticultural Management Plans • Experience of supervising others, including apprentices, interns and contractors • Experience of training and inducting volunteers and others in the use of tools & equipment
Disposition	<ul style="list-style-type: none"> • Excellent people skills, creating a warm welcome across our parks and allotments, and enabling 	<ul style="list-style-type: none"> • Ability to organize and prioritise work, to deliver against agreed timescales and quality

	<p>strong relationships both internally and externally</p> <ul style="list-style-type: none"> • An excellent team player, able to develop great relationships and create a collaborative place for your colleagues • Commitment to delivering the highest quality customer service standards • Commitment to delivering exceptional risk management, to keep public, staff, volunteers and contractors safe • Self-reliance and the ability to problem solve, working with a minimum of supervision 	<ul style="list-style-type: none"> • Commitment to achieving value for money, spending wisely and to agreed sustainability standards • Demonstration of continued desire to learn and develop new skills
<p>Special Requirements</p>	<ul style="list-style-type: none"> • Ability to undertake any other duties to support the operations of the organisation as and when required. • Working flexibly as part of a 5 days out of 7 rota, with the ability to work evenings, weekends and bank holidays as and when required 	<ul style="list-style-type: none"> • Ability to use digital media (and other marketing channels) effectively